



Position: Employment Specialist – Scatter Site
Location: Bronx, NY
Reports to: Senior Employment Specialist
Hours: Full-time, 40 hours per week, some evenings /weekends

About Jericho Project

Jericho Project is a nationally acclaimed nonprofit ending homelessness at its roots by enabling homeless individuals and families to attain quality housing, employment, and mental and physical health services. The 42-year-old nonprofit serves over 2,500 individuals, including 700 veterans, annually. Jericho has been a key partner in New York City's initiative to end veterans' homelessness, and is leading bold, innovative strategies to do the same for families and young adults.

Our programs touch four cornerstones of a person's life: housing, employment, wellness, and family stability. We create a culture of "moving on" through a foundation of housing and supportive services provided by expert program specialists and case managers.

We have over 600 units of supportive housing including 8 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC.

About the Position

Jericho Project is seeking a full time Employment Specialist for our Scattered Sites population. Employment Specialist will provide workforce development services to adult participants in order to help them achieve their desirable employment, education, and training goals. Employment Specialist will work closely with the Senior Employment Specialist and the Program Director to coordinate referral services for other needed services.

The FLSA status of this position is **Non-Exempt**.

Responsibilities:

- Implement job development strategies that can successfully lead to placing 60 adult participants in jobs annually.
- Cultivate and maintain relationships with key employers in industries that match the occupational interests of job seekers in Jericho programs.
- Identify employment opportunities that correspond to the level of skills and education of participants.
- Customize job development strategies to the individual needs of each job seeker; conduct individualized job search to facilitate participants' placement in desired jobs.
- Develop a job bank comprised of diverse employment opportunities at various levels of competency requirements.
- Ensure that business development practices meet the needs of Scatter site families, as well as adults with mental health and substance use disabilities.
- Research and keep the WfO team informed of labor market trends, emerging industries, in-demand occupations, and skills/competency requirements.
- Screen and match candidates to appropriate positions; facilitate job search and refer candidates for job interviews.
- Conduct follow-up with employers and candidates after each referral; manage communication with both parties until a decision is finalized.

- Initiate and maintain consistent communication with job seekers for the entire duration of job search; keep job seekers informed of employment prospects, job interviews, and other available opportunities.
- Identify and post job fair events regularly.
- Work collaboratively with career counselors to facilitate participants' job search; provide employer feedback related to participants' job interviews.
- Work collaboratively with other Jericho Employment Specialists to maximize resources and availability of employment opportunities for participants.
- Complete all required administrative work, both electronic and manual, for recording, documenting, and reporting activities and outcomes related to job development, job search, and job placement.
- Conduct occasional employment workshops for participants.
- Access community resources to aid participants in their job search, job retention and or re-placement efforts.
- Actively participate in monthly team and program specific meetings.
- Work in multiple supportive housing facilities to ensure service delivery to all Jericho participants.

Requirements:

- Three or more years of experience as a job developer.
- Existing transferable job bank of appropriate employers.
- Ability to make 60+ job placements per year.
- Experience working with individuals in mental health/substance abuse recovery as well as those experiencing homelessness highly preferred.
- Knowledge and experience in helping low-income job seekers find and keep jobs.
- High level of computer literacy, good writing and verbal communication skills required.
- Bachelor's degree preferred.
- Ability to work and produce desired performance outcomes in a team environment, high levels of collaboration, cooperation, and teamwork.
- Ability to travel within all 5 boroughs of NYC.

Compensation:

The salary range for this position is **\$55,000.00 to \$60,000.00 annualized**. Jericho Project offers a comprehensive benefits package. Employees are eligible for a merit increase annually. Merit increases are based on the employee's performance during the prior year.

How to Apply:

Interested applicants must submit a resume and cover letter with salary requirements to:

Human Resources Department
 Jericho Project
 Job Code: **Employment Specialist – Scatter Site**
 245 W. 29th Street, Suite 902
 New York NY, 10001
 Fax 646.624.2301
careers@jerichoproject.org

No Phone Calls Please.

Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.
www.jerichoproject.org